



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

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Second District

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Third District

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Fourth District

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Fifth District

February 9, 2005

To: All Department Heads

From: David E. Janssen  
Chief Administrative Officer

**CESAR E. CHAVEZ COMMUNITY SERVICE WEEK FOOD DRIVE MARCH 28 THRU  
APRIL 2, 2005**

The County of Los Angeles will sponsor the fourth annual Cesar E. Chavez Community Service Week, March 28 through April 2, 2005. Supervisor Gloria Molina, Chair of the Board, will introduce a motion to officially proclaim the week at an upcoming Board meeting. A number of activities and celebrations will take place in honor of this great American hero.

County departments and employees, as part of Cesar E. Chavez Community Service Week, are once again encouraged to participate in the annual Countywide food drive which benefits low-income families in need. The food drive is conducted in cooperation with the Los Angeles Regional Food Bank, which will distribute the donated food to needy families in Los Angeles County.

County employees may donate canned goods and non-perishable food items during Cesar E. Chavez Community Service Week, Monday, March 28 through Saturday, April 2, 2005. Containers for each participating facility will be provided by the Food Bank.

The CAO Workplace Programs Office will contact each department to confirm arrangements, delivery and pick-up procedures.

For additional information and involvement in the food drive, please have your staff contact Ruben Rivero no later than Monday, February 28, 2005 at (213) 974-2523, or e-mail him at [rrivero@cao.co.la.ca.us](mailto:rrivero@cao.co.la.ca.us).

Your assistance and support of the annual Cesar E. Chavez food drive is greatly appreciated.

DEJ:GK  
VPL:rr

c: Each Supervisor

*"To Enrich Lives Through Effective And Caring Service"*